

**CONFIDENTIAL**

IN REPLY REFER TO:  
Job #1368-VJB

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Proposed CHANGE to [REDACTED] Guide to the Preparation  
and Processing of Standard Form 52: Request for Personnel  
Action

1. Proposed CHANGE 4 to [REDACTED] is recommended for authentication.

2. The only change is the deletion of the "Unvouchered" column in Table I, app. 2, in the appendix of the handbook. Copy requirements in the "Unvouchered" column applied when Standard Form 52 was used to authenticate personnel actions for employees paid from confidential funds. This procedure was abolished on 1 June 1955 when the modified Standard Form 50 was adopted.

3. Publication of the change is requested by the Director of Personnel. Coordination has been effected with and concurrences obtained from the Deputy Director (Plans) and the Deputy Director (Intelligence).

[REDACTED]  
Acting Chief  
Regulations Control Staff

25X1A9a

Enclosures:

1. Change to [REDACTED]
2. Authentication Sheet

|                     |                          |
|---------------------|--------------------------|
| Document No.        | 004                      |
| No Change in Class. | <input type="checkbox"/> |
| Declassified        | <input type="checkbox"/> |
| Class. Changed to:  | TS S C 1989              |
| Next Review Date:   |                          |
| Auth:               | HR 70-3                  |
| Date:               | JAN 1979                 |
| By:                 | 015                      |

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Enclosure